



OUTDOOR DINING & FOOTPATH TRADING HAND BOOK

THE CITY of
Unley

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GOALS

- Activate streets and spaces.
- Improve visitor experience.
- Support local businesses and culture.
- Promote the most effective and attractive use of public space.
- Utilise multi purpose spaces for dining and events.
- Celebrate our climate and outdoor culture.
- Increase social interaction.

To achieve these goals, creative and innovative approaches to Outdoor Dining that maintain the look and feel of our public spaces are encouraged.





PURPOSE

This handbook has been created to provide clear direction and essential information to get you started with your outdoor dining or footpath trading request.

Outdoor dining, also known as alfresco dining, encompasses customers eating or drinking while seated on the footpath. The Outdoor Dining Permit allows for chairs and tables as well as removeable umbrellas, planter boxes, gas heaters and A frame signs.

Display of Goods Permits (also referred to as Footpath Trading) covers businesses displaying goods or an A Frame sign on Council Land. By using outdoor areas for dining or displaying goods, local businesses can attract more foot traffic and offer unique experiences that celebrate Unley's climate and outdoor culture.

The City of Unley supports outdoor dining to enhance the city's atmosphere and attractiveness through a policy framework. The objective of the *Footpath Trading Policy* is:

- to find a balance between the various stakeholders' interests in public areas that are used for footpath trading (including outdoor dining spaces), and
- to ensure that any such use maximises the safety and accessibility needs of pedestrians.

Outdoor Dining and Footpath Trading provides opportunities to support and expand business and activates the space for residents and visitors to our community.

While we have included typical examples and process, it is important to understand each application is unique and may require a negotiated approach.

The City of Unley values your ideas and your willingness to contribute to your community. We look forward to working with you on your project.

CONTACT US

Visit us:

Unley Civic Centre
181 Unley Road, Unley
Monday to Friday,
8.30am – 5pm



(08) 8372 5111
unleybusiness@unley.sa.gov.au
yourbusiness.unley.sa.gov.au

Outdoor Dining and Footpath Trading does not include any changes required to Council Land such as:

- installation of permanent umbrellas
- installation of permanent blinds
- temporary enclosures including canvas screens or plastic blinds
- lighting
- public art.

These all come under Alteration to a Public Road, requiring a [221 Application](#).



Buskers or performers are also not included in Outdoor Dining and Footpath Trading and require a [Busking Performer Permit](#).



PERMIT OPTIONS

Outdoor Dining Permits and Footpath Trading Permits are available for:

- Outdoor Dining with liquor.
- Outdoor Dining without liquor.
- Seasonal Outdoor Dining.
- Display of Goods.
- A Frame signage.



WORKFLOWS



Apply online

We want to work with you to ensure a high quality experience. Below is an example of the approval process for applications.



1 Customer to review all documents and information required as outlined in this handbook.



2 [Application submitted online](#) or via City of Unley's Customer Service team.



3 Correspondence from Permits Officer.



4 Additional information/ documents (if required).



5 Invoice issued to Customer and payment made.



6 Application approved and emailed to customer.

HOW TO APPLY

To apply for an Outdoor Dining/Footpath Trading Permit applicants must:

- Complete the [application form](#) (online or via Customer Service) providing all information required



Apply online

- Provide detailed plan of outdoor dining area, including measurements of area, size of furniture and photos of items to be used/displayed.
- Provide a Road Safety Audit (if required).*
- Seek Development Approval (if required).**
- Comply with any conditions required in application form.

- Provide a copy of Public Liability Insurance 'Certificate of Currency' to the value of \$20 million.



* See Safety section for further information.

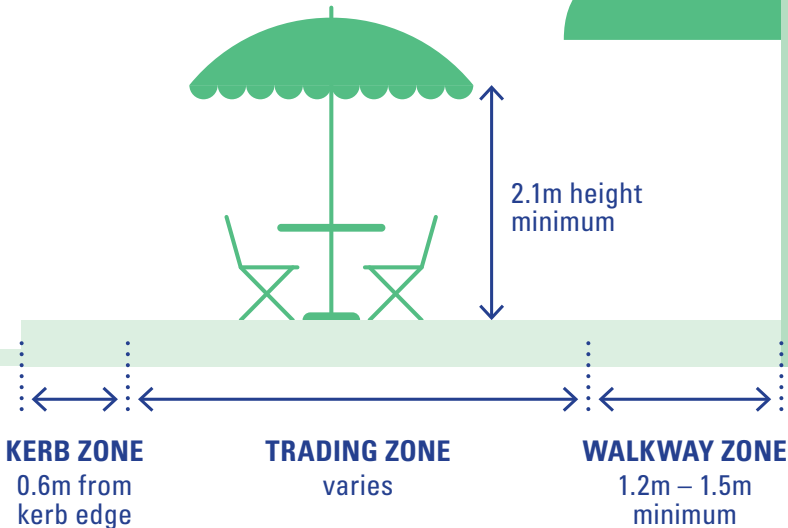
** See Other Legislation: Documents for further information.

LAYOUT

Tables/chairs should be designed to be attractive, functional and durable.

Furniture of simple forms and clear lines, made of quality material and of appropriate colour is easy to maintain, and acceptable. Sufficient room should be left between tables so as to allow ease of movement.

Merchandise and displays should only be displayed on the footpath during trading hours of the business and should allow adequate walkway space for pedestrians.



DESIGN REQUIREMENTS

The layout, design and appearance of Footpath Trading elements should:

- Contribute to the desired character and sense of place within the street.
- Make the adjoining premises as attractive, welcoming and amenable as possible.
- Meet circulation, resting places and traffic safety requirements.
- Relate appropriately to heritage places.

See below examples :



Note: If Energy Absorbing Bollards are required, this will be at the expense of the Applicant.

SAFETY

Footpath Trading applications should provide a safe environment for the public at all times.

The King William Road precinct is unique for Footpath Trading due to the versatility from the moveable bollards that can provide protection for patrons when installed.

Any area adjacent to a road with a speed limit over 40km/h, or within 10m of an unsignalised or 20m of a signalised intersection, will require a Road Safety Audit to be obtained by the applicant at their own expense undertaken by an external provider.

- A Road Safety Audit provides a risk assessment of the proposed location and will indicate if installation of Energy Absorbing Bollards is required to provide additional protection for users. Energy Absorbing Bollards are structures that reduce the amount of damage incurred when an errant vehicle attempts to enter a pedestrian dense area.
- The risk assessment may determine that trading in a proposed location is not possible.



OBLIGATIONS: COUNCIL AND OWNER

The City of Unley is committed to balancing opportunities for outdoor dining and footpath trading to support the sustainable operation and growth of our local businesses with the need to facilitate safe and accessible movement for residents, visitors and businesses, and ensure that any amenity impacts that might result from increased activity are appropriately managed.

Council has the responsibility to ensure that any activities that take place on footpaths are undertaken in a manner that does not compromise the safety and amenity of pedestrians, adjacent businesses and nearby road users.



OTHER LEGISLATION DOCUMENTS

Footpath Trading must not take place on any public street or public place until permission has been issued by Council in writing in accordance with section 222 of the *Local Government Act*.

Footpath Trading will only be permitted where it can successfully be accommodated in accordance with the *Footpath Trading Policy* and the *Footpath Trading Guidelines*.

One of the requirements of the *Food Act 2001* is that food business operators must officially notify Council before commencing operation of their food business, or when ownership changes. This can be done by completing and submitting a [food business notification form](#).



In some instances, Footpath Trading may constitute as a development for which approval will be required under the *Development Act 1993*, in addition to the Permit.

For example:

- Expanding seating area.
- Fixed screens.
- Full height enclosures (e.g. plastic screens).
- Permanent structures (e.g. shade structures).
- Signage.

If Development Approval is required, the applicant will be notified and be advised on the process and requirements. Additional fees and timelines apply.

FEES

Fees for Footpath Trading Permits are to be charged.

Fees are to be calculated on the basis of:

- Rental per square metre (of public land) per week for a 52 week (annual) period;
- The fees payable for Footpath Trading Permits will be reviewed annually through the Council's Review of Fees and Charges.

SEASONAL USE

Flexible spaces allow for seasonal usage with permits available to allow businesses to trade over the warmer months if desired.

Where a seasonal permit is approved, the annual fee shall be charged at a pro rata rate.

2024/25 FEES: RENTAL PER SQUARE METRE OF PUBLIC LAND PER WEEK

Defined retail precinct	with liquor	\$1.00
	without liquor	\$0.70
Other commercial areas	with liquor	\$1.00
	without liquor	\$0.70
Residential area	with liquor	\$1.00
	without liquor	\$0.70

All fees are subject to change each financial year.

FURTHER INFORMATION

Reference should be made to the *Outdoor Dining Guideline* and *Outdoor Dining Policy* for more detailed information and guidance on the layout and operation of Outdoor Dining and Footpath Trading.

For additional information, please call our Permits Officer on 8372 5111 or email pobox1@unley.sa.gov.au





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